

Animal Advisory Board

Meeting Minutes

Date of Meeting: 04.02.14

Minutes Prepared By: Rose Armour

1. Purpose of Meeting

Bi-monthly Board Meeting

2. Attendance at Meeting

Board Members (*non-voting members)

Rob Blizzard	Marie Jensen	Jean Linman
Debbie Donour	Daphna Nachminovitch	Cpt. Williams*
Debra Griggs	Tyler Carmack	Seth Cheshire*
Barbara Hays*		

Residents and City Staff

Doug Beckmann	David Freeman	John Howard
Rachel Bellis	Rose Armour	Pam Painter
Jake Roos	Jamie O'Grady	

3. Agenda

1. Review minutes from Feb. 5 Board meeting
2. Review minutes from March 17 committee meeting
3. Return to owner (RTO) discussion
4. Reports from other Boards etc.
5. Annual review
6. NACC update
7. Any Concerns/Issues

4. Meeting Notes, Decisions, Issues

1. Review minutes from Feb. 5 Board meeting: approved
2. Review minutes from March 17 committee meeting: typo corrected and approved

Follow-up on previous action items: David Freeman reported out that we have not heard back from CommTech regarding engaging civic leagues to communicate to their membership lost animal by neighborhood. The City would communicate information to civic leagues when they hear about lost animals.

3. Return to Owner (RTO): Jean had the NACC RTO owner stats for 2013, 28% for dogs which was great. Fairfax had 88% RTO rate. Some ideas from Fairfax:
 - a. Social Media: They have a staff person who is very proactive and searches social media for lost animals. This has increased RTO by 35%. Social media is an effective way to reach community.
 - b. Education: Improper search techniques, lack of proper education about lost pet behavior and rescue behavior hinders individual searches for lost animals.

Microchipping: in response to Debbie and Rob's concerns. Daphna did some research on how other municipalities are handling microchipping. The handout addressed the following concerns: cost, communication with licensing database and owner compliance in updating contact information.

4. Reports to the Board: David Freeman talked about the Norfolk Advisory Board Recommendation form. The AAB is the only Board using the form, at this time as David understands it. The City Manager's office had been working on a universal form for all boards and committees, which has not yet been put into place.

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David stated if Council votes to accept a recommendation, it has to be implemented. Each of the AAB's recommendations affect numerous departments, when Council votes all affected departments may be unavailable at a Council meeting to answer questions, therefore all the information and staff's analysis needs to be included in the docket item for the benefit of the public. However it is important to understand when Council gets the packet they have to have a clear understanding of the matter, so the analysis has to be sufficiently complete. In such a fashion, that it would answer just about any questions that they might have.

As an example, David shared a City Council formal docket and several items that comprised the docket in order to show the Board members the type of staff work that goes into a Council action item, requiring their vote. David explained how that recommendation form ties in with the necessary staff work for a Council action item. Any Council action item will go through this process.

5. Annual review: The Board, as part of Sec. 6.1-100. Creation of animal advisory board, terms, duties, responsibilities and reports.

(g) *Reports to City Council.* At minimum, the board shall submit a written report to the city council annually

Jean will work on the report.

6. NACC update: Intake is down this year, by 15% mostly on the cat side. Barbara Hays reports that intake is probably down because of the cold winter. Rob Blizzard suggests that the Norfolk SPCA TNR program may be the reason

Dog Runs: NACC has installed new dog runs that are very nice and colorful.

Chameleon conference: Barbara will be attending the upcoming conference.

7. Any Concerns/Issues: Jean asked if anyone had issues or concerns at which time Doug Beckmann asked to speak. Jean acknowledged him and he asked David about two previous Board recommendations and their status:

a. The AAB recommended that the City support a policy to have our shelter attain a 70% save rate by March 2014

b. The AAB recommended that the City support spay and neutering assistance for low-income citizens.

Jean responded that she had provided previous minutes in response to the *Staff Response to Board Recommendations Memo* dated 10/2/2014, which were determined to be insufficient information to answer the questions posed in the memo. David stated that the City is still waiting for more information from the Board. Jean said she would talk with David to see what information is needed.

Doug asked if the Board members had seen the presentation that he had sent to Jean, City staff and City Council regarding what it would take to reach a 70% save rate.

After some discussion, it was determined that Doug would resend the presentation to the group and may present it at the next Board meeting.

5. Assignments		
Action	Assigned To	Notes
Does the IMPACT Center refer people to the NACC?		Barbara answered saying they do refer calls to NACC
Who should the Board talk to about licensing fees and who can issue licenses?	David Freeman	Ask Anthony Burfoot
Licensing process and ideas – potential working committee meeting topic.	Jean Linman	
Writing the Annual Report.	Jean Linman	

6. Next Meeting			
DATE	TIME	LOCATION	RECORDER
6.04.2014	5:30 pm	City Hall, 10 th Floor	Rose Armour
Agenda: TBA, available prior to the meeting will be emailed to previous attendants.			